



DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER

2510 WALMER AVENUE

NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 5230.5A

RS

22 MAY 1997

NAVENVIRHLTHCEN INSTRUCTION 5230.5A

Subj: NAVY ENVIRONMENTAL HEALTH CENTER (NAVENVIRHLTHCEN)
INFORMATION SYSTEMS EXECUTIVE BOARD (ISEB) AND EQUIPMENT
PROGRAM REVIEW COMMITTEE (EPRC)

Ref: (a) SECNAVINST 5231.1C
(b) BUMEDINST 5230.5A
(c) BUMEDINST 5230.6
(d) BUMEDINST 5230.7A
(e) NAVDAC PUB 24.2 (NOTAL)
(f) NAVMED P-5132

1. Purpose. To assign responsibilities and provide procedures for operating the NAVENVIRHLTHCEN ISEB and EPRC. This is a complete revision and must be read in its entirety.

2. Cancellation. NAVENVIRHLTHCENINST 5230.5.

3. Discussion. References (a) through (e) require Information System (IS) approval authorities to appoint ISEBs to monitor, review, and provide advice and recommendations for IS projects. Reference (b) specifies approval criteria for IS resource requests. To ensure compliance with references (a) and (b), and to promote effective management of the IS Program:

a. NAVENVIRHLTHCEN and its Echelon 4 activities will establish an ISEB. The ISEB is a policy body and approval authority. NAVENVIRHLTHCEN and its Echelon 4 activities will use the Abbreviated System Decision Paper (ASDP) format, provided in reference (b), to identify requirements and plans for acquiring information systems. Each completed ASDP will be forwarded to and approved by the activity's ISEB. All Echelon 4 activities are hereby delegated approval authority for information system acquisitions, providing the individual activity's funding levels and capabilities permit such acquisitions. The approved ASDP will become the technical approval document required for initiation and acquisition procedures.

b. NAVENVIRHLTHCEN and its Echelon 4 activities will develop an Information Systems Management Plan (ISMP) according to reference (c).

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c. A NAVENVIRHLTHCEN Echelon 4 activity IS issue requiring the next level of approval will be sent via the NAVENVIRHLTHCEN to the Naval Medical Information Management Center (NAVMEDINFOMGMTCEN) to Bureau of Medicine and Surgery (BUMED).

d. NAVENVIRHLTHCEN directorates initiating IS issues will coordinate them through the local ISEB.

e. The ISEB will review the IS issues and make recommendations to Commanding Officer, NAVENVIRHLTHCEN.

4. ISEB Membership. The ISEB will consist of:

- a. Chairman - Executive Officer.
- b. Secretariat - Information Management representative.
- c. All directors of the NAVENVIRHLTHCEN.

5. ISEB Responsibilities. The ISEB must:

- a. Review, prioritize, and recommend/not recommend for approval all ASDPs to develop and deploy approved IS initiatives.
- b. Review and comment on the NAVENVIRHLTHCEN ISMP, which includes short and long range information technology plans.
- c. Review and revise local policies for management and security of ISs.
- d. Forward IS recommendations to Commanding Officer, NAVENVIRHLTHCEN for final decision.
- e. Meet at the call of the chairman, but not less than quarterly.

6. ISEB Secretariat Responsibilities. In concurrence with ISEB chairman, the secretariat must:

- a. Arrange and coordinate meetings and materials for the meetings.

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b. Include as agenda items :

(1) Issues reviewed and approved by the Chairman.

(2) ASDPs properly documented and reviewed using reference (b).

c. Maintain the minutes of the proceedings.

d. Perform other appropriate administrative functions.

R) 7. EPRC Membership. The EPRC will consist of:

a. Chairman - Commanding Officer.

b. Equipment Manager

c. All directors of the NAVENVIRHLTHCEN.

8. EPRC Responsibilities: In accordance with reference (f), the EPRC must meet semi-annually to review, prioritize and formulate O & MN funded equipment requirements (except for emergent requirements). The resulting list will determine the order of equipment procurements. The number of items to be purchased will be determined by the availability of local funds. The OP/O&MN Equipment Request is recommended for use during the prioritization review process.

a. Monitor equipment replacement program.

b. Monitor the property administration procedures.

c. Monitor the management of the excess equipment program.


R. L. BUCK

Distribution: (NAVENVIRHLTHCENINST 5214.2N)
List I (Directors and Deputies)